

Basic Health Care

1. Identify Health Care Facilities & Careers
 - A. Explain the purposes and organization of health care facilities.
 - B. Describe common types of health care services.
 - C. Identify the members of the health team and nursing team.
 - D. Describe the nursing service department.
 - E. Know the differences between RNs, LPNs, and nursing assistants.
 - F. Explain how the nursing assistant is a member of the nursing team.
 - G. Describe the programs that pay for health care.
 - H. Explain how diagnostic related groups affect Medicare and Medicaid payment.
2. Describe the Role of the Nursing Assistant
 - A. Describe your role as a nursing assistant.
 - B. Define the scope of practice for CNAs.
 - C. Explain why a job description is important.
 - D. Identify good health and personal hygiene practices.
 - E. Describe the practices for professional appearance.
 - F. Describe nursing assistant training and competency evaluation programs as required by OBRA.
 - G. Describe the ethical behavior of a nursing assistant.
 - H. Explain how you can prevent negligent acts.
 - I. Give examples of false imprisonment, defamation, assault, batter, and fraud.
 - J. Describe how to protect the right to privacy.
 - K. Explain the purpose of informed consent.
 - L. Identify your role in preparing and signing wills.
 - M. Describe the qualities and characteristics of a successful nursing assistant.
 - N. Recognize the methods of stress management for the health care provider.
 - O. Explain what you should do to become employed.
 - P. Describe how you can work well with others to plan and organize work.
 - Q. Explain cross-training as it relates to patient focused care.
3. Demonstrate Communication Skills
 - A. Explain why health team members need to communicate.
 - B. Describe the rules for effective communication.
 - C. Explain the purpose, parts, and information found in the medical record.
 - D. Describe your legal and ethical responsibilities if you have access to medical records.
 - E. Identify information that can be collected about a person using sight, hearing, touch and smell.
 - F. List the information that must be included when reporting to the nurse.
 - G. List the basic rules for recording.
 - H. Know how to use the 24-hour clock.
 - I. Describe the purpose of the Kardex.
 - J. Explain how computers are used in health care and how to protect the person's right to privacy when using computers.
 - K. Describe the rules for answering the telephone.

4. Describe Patient Needs & Rights.
 - A. Differentiate the parts that make up the whole person.
 - B. Summarize the basic needs identified by Abraham Maslow.
 - C. Explain how culture and religion influence health and illness.
 - D. Evaluate the psychological and social effects of illness.
 - E. Describe persons cared for in health care facilities.
 - F. Apply patient rights as outlined in the American Hospital Association's *A Bill of Rights*.
 - G. Incorporate the elements needed for effective communication.
 - H. Incorporate the impact of verbal and nonverbal communication.
 - I. Explain the techniques and barriers to effective communication.
 - J. Explain why family and visitors are important to patients and residents, and should be treated with respect.
5. Identify Needs of the Elderly.
 - A. Describe the effects of retirement.
 - B. Identify the changes in social relationships that elderly people may experience.
 - C. Describe how death of a spouse can affect the survivor.
 - D. Describe the changes that occur in the body's systems during aging and the care that is required.
 - E. Describe the causes, effects, and behaviors of confusion.
 - F. Describe housing alternatives for the elderly.
 - G. Explain the requirements of the Omnibus Budget Reconciliation Act of 1987.
 - H. Describe resident rights and how to promote a resident's quality of life.
 - I. Explain what is meant by elderly abuse and the signs of elderly abuse.
 - J. Explain what to do if you suspect elderly abuse.
6. Identify Safety Measures.
 - A. Analyze why some people cannot protect themselves.
 - B. Identify safety precautions for infants and children.
 - C. Review safety measures that prevent home accidents.
 - D. Review common safety hazards in health care facilities.
 - E. Demonstrate why and how a person must be identified before receiving care.
 - F. Simulate the safety measures that prevent falls.
 - G. Demonstrate the purpose of restraints, the safety rules for use, and information to report to the nurse.
 - H. Identify the accidents and errors that need to be reported.
 - I. Review the safety measures related to fire prevention, the use of oxygen, and what to do if there is a fire.
 - J. Illustrate examples of natural and man-made disasters.
7. Demonstrate Basic Medical Asepsis.
 - A. Investigate the difference between nonpathogens and pathogens.
 - B. Identify what microorganisms need to live and grow.
 - C. Classify the signs and symptoms of infection.
 - D. Recognize the chain of infection.
 - E. Describe nosocomial infection and the persons at risk.

- F. Explain the differences between medical asepsis, surgical asepsis, disinfection, and sterilization.
 - G. Apply practices of medical asepsis.
 - H. Describe common methods of disinfection and sterilization.
 - I. Practice the care of equipment and supplies.
 - J. Describe the purposes and types of Transmission-Based Precautions and the general rules for maintaining them.
 - K. Demonstrate Standard and Transmission-Based Precautions.
 - L. Simulate the Bloodborne Pathogen Standard.
8. Demonstrate Body Mechanics.
- A. Apply the purpose and rules of using good body mechanics.
 - B. Incorporate comfort and safety measures for lifting, turning, and moving persons in bed.
 - C. Demonstrate the purpose of a transfer belt.
 - D. Demonstrate the comfort and safety measures for using a stretcher to transport a person.
 - E. Conclude why good body alignment and position changes are important.
 - F. Identify the comfort and safety measures for positioning persons in bed.
 - G. Position persons in the basic bed positions and in a chair.
9. Demonstrate Care of the Patient Unit.
- A. Identify the temperature range comfortable for most people.
 - B. Identify the temperature range required by OBRA.
 - C. Describe how to protect patients and residents from drafts.
 - D. List ways to prevent or reduce odors in the person's room.
 - E. Describe how to control common causes of noise in health care facilities.
10. Demonstrate Bedmaking.
- A. Show how to make unoccupied (open and closed), occupied, and surgical beds.
 - B. Identify when bed linens are changed.
 - C. Explain the use of plastic drawsheets and cotton drawsheets.
 - D. Identify the type of bed to make for certain situations.
 - E. Use linens according to the rules of medical asepsis.
11. Demonstrate Skin Care.
- A. Explain the importance of cleanliness and skin care.
 - B. Describe the routine care given before and after breakfast, after lunch, and in the evening.
 - C. Recognize the importance of oral hygiene and list the observations to report.
 - D. Describe the rules for bathing and the observations to make.
 - E. Identify the safety precautions for persons taking tub baths or showers.
 - F. Explain the purposes of a back massage.
 - G. Identify the purposes for perineal care.
 - H. Describe the signs, symptoms, and causes of pressure sores.
 - I. Show the pressure points of the body in the prone, supine, lateral, Fowler's, and sitting positions.
 - J. Describe how to prevent pressure sores.

12. Demonstrate Personal Cares.
 - A. Explain the importance of hair care.
 - B. Identify the factors that affect hair care.
 - C. Describe ways to shampoo a person.
 - D. Explain why shaving is important.
 - E. Identify the measures that are practiced when shaving a person.
 - F. Explain why nail and foot care are important.
 - G. Explain why wearing makeup is important to women.
 - H. Describe the rules for changing hospital gowns and clothing.
13. Identify Urinary Elimination Measures.
 - A. Identify the characteristics of normal urine.
 - B. Identify the usual times for urination.
 - C. Describe the rules for maintaining normal urinary elimination.
 - D. List the observations to be made about urine.
 - E. Describe urinary incontinence and the care required.
 - F. Explain why catheters are used.
 - G. Describe the rules for caring for persons with catheters.
 - H. Describe two methods of bladder training.
 - I. Describe the rules for collecting urine specimens.
14. Identify Bowel Elimination Measures.
 - A. Describe normal stools and the normal pattern and frequency of bowel movements.
 - B. List the observations about defecation that are reported to the nurse.
 - C. Identify the factors that affect bowel elimination.
 - D. Describe common bowel elimination problems.
 - E. Describe the measures that promote comfort and safety during defecation.
 - F. Describe bowel training.
 - G. Explain why enemas are given.
 - H. Know the common enema solutions.
 - I. Describe the rules for administering enemas.
 - J. Describe how to care for a person with a colostomy or ileostomy.
 - K. Simulate insertion of a rectal tube.
15. Identify the Need for Food & Fluids.
 - A. Explain the purpose and use of the Food Guide Pyramid.
 - B. Explain the importance of and major sources of protein, carbohydrates, and fats.
 - C. Describe the functions and dietary sources of vitamins and minerals.
 - D. Describe factors that affect eating and nutrition.
 - E. Describe the special diets.
 - F. Describe normal adult fluid requirements and the common causes of dehydration.
 - G. Explain your responsibilities when forced fluids, restricted fluids, and NPO are ordered.
 - H. Explain the purpose for intake and output records.
 - I. Identify foods that are counted as fluid intake.
 - J. Describe between-meal nourishments, tube feedings, intravenous therapy, and hyperalimentation.
 - K. Illustrate how to promote quality of life when meeting food and fluid needs.

16. Measure Vital Signs.

- A. Appraise and evaluate why vital signs are measured and factors affecting them.
- B. Identify the normal ranges of oral, rectal, axillary, and tympanic temperatures.
- C. Examine when to take oral, rectal, axillary, and tympanic temperatures.
- D. Identify the sites for taking a pulse.
- E. Identify the normal pulse ranges for different age groups.
- F. Describe normal respirations.
- G. Compare the factors affecting blood pressure.
- H. Identify the normal ranges for adult blood pressures.
- I. Compare the differences between mercury and aneroid sphygmomanometers.
- J. Show practices that are followed when measuring blood pressure.
- K. Measure all vital signs accurately and record.

17. Demonstrate Patient Exercise.

- A. Describe bed rest and identify the complications of bed rest.
- B. Demonstrate how to prevent muscle atrophy and contractures.
- C. Use the devices used to support and maintain the body in alignment.
- D. Summarize why a trapeze is used.
- E. Demonstrate range-of-motion exercises.
- F. Show how to help a person walk.
- G. Demonstrate how to help a falling person.
- H. Demonstrate four walking aids.
- I. Explain why recreational activities are important for the elderly.

18. Identify Rest & Sleep Measures.

- A. Explain why comfort, rest, and sleep are important.
- B. Describe four types of pain.
- C. Explain why pain is a personal experience.
- D. Describe the factors that affect pain.
- E. List the signs and symptoms of pain.
- F. Explain how you help the nurse assess pain.
- G. List the nursing measures that relieve pain.
- H. Explain why basic needs must be met before a person can rest.
- I. Describe the nursing measures that promote rest.
- J. Identify when rest is needed.
- K. Describe the factors that affect sleep.
- L. Describe the common sleep disorders.
- M. Explain circadian rhythm and how it affects sleep.
- N. Describe the stages of sleep.
- O. Know the sleep requirements for each age group.
- P. List the nursing measures that promote sleep.
- Q. List the OBRA requirements for comfort, rest, and sleep.
- R. Describe the nursing measures that promote the resident's quality of life and comfort, rest, and sleep.

19. Demonstrate Admission & Discharge Procedures.

- A. Simulate what occurs in the admitting office.
- B. Prepare the person's room.
- C. Demonstrate how to admit a person to the nursing unit.
- D. Measure height and weight.

- E. Simulate how to handle the person's clothing and valuables.
- F. Explain why a person may be transferred to another nursing unit.
- G. Explain how a person is prepared for discharge.
- H. Admit, transfer, and discharge a person.

20. Demonstrate Assisting with the Physical Exam.

- A. Explain your responsibilities before, after, and during a physical examination.
- B. Identify the equipment used during a physical examination.
- C. Describe how to prepare a person for an examination.
- D. Describe four examination positions and how to drape the person for each position.
- E. Prepare a person for an examination.
- F. Explain the rules for assisting with a physical examination.
- G. Describe the differences between the examination of an infant or child and an adult.

21. Demonstrate Hot & Cold Applications.

- A. Investigate the purposes, effects, and complications of heat applications.
- B. Identify the persons at risk for complications from heat applications.
- C. Investigate the differences between moist and dry heat applications.
- D. Apply the rules for the application of heat.
- E. Investigate the purposes, effects, and complications of cold applications.
- F. Identify the persons at risk for complication from cold applications.
- G. Investigate the differences between moist and dry cold applications.
- H. Apply the rules for the application of cold.
- I. Demonstrate hot and cold procedures.

22. Demonstrate Rehabilitation & Restorative Care.

- A. Describe how rehabilitation involves the whole person.
- B. Identify the complications that need to be prevented for successful rehabilitation.
- C. Identify ways to help disabled persons perform activities of daily living.
- D. Identify the common psychological reactions of rehabilitation.
- E. Describe how disability affects a person's job status and how rehabilitation can help.
- F. Identify the members of the rehabilitation team.
- G. List the common rehabilitation services and those required by OBRA.
- H. Explain how to promote quality of life during the rehabilitation process.
- I. Describe nursing assistant responsibilities in rehabilitation.

23. Identify Sensory Problems.

- A. Simulate the effects of hearing loss and vision loss.
- B. Describe how to communicate with the hearing impaired person.
- C. Explain how to communicate with the speech impaired person.
- D. Explain the purpose of a hearing aid.
- E. Describe how to care for a hearing aid.
- F. Care for eyeglasses.
- G. Explain why you should not insert or remove contact lenses.
- H. Describe how to protect an artificial eye from loss or damage.
- I. Demonstrate how to care for a blind person.

24. Identify Confusion & Dementia Problems.

- A. Describe confusion and its causes.
- B. Identify the measures that help confused persons.
- C. Describe the signs, symptoms, and behaviors associated with Alzheimer's disease.
- D. Discuss the care required by persons with Alzheimer's disease.
- E. Recognize the effects of Alzheimer's disease on the family.

25. Identify Sexual Needs.

- A. Describe the differences between sex and sexuality.
- B. Explain the importance of sexuality throughout life.
- C. Describe five types of sexual relationships.
- D. Explain how injury and illness can affect sexuality.
- E. Identify the illnesses, injuries, and surgeries that often affect sexuality.
- F. Explain how aging affects sexuality in the elderly.
- G. Explain how the nursing team can promote a person's sexuality.
- H. List the reasons persons may become sexually aggressive.
- I. Describe how to deal with sexually aggressive persons.
- J. Explain how sexually transmitted diseases are spread.
- K. Describe the common sexually transmitted diseases.

26. Identify Needs of a Dying Person.

- A. Describe terminal illness.
- B. Identify the psychological forces that influence living and dying.
- C. Explain how culture and religion influence attitudes about death.
- D. Dramatize how different age groups view death.
- E. Examine the five stages of dying.
- F. Explain how to meet the dying person's psychological, social, and spiritual needs.
- G. Explain how you can help meet the physical needs of the dying person.
- H. Describe the needs of the family during the dying process.
- I. Describe hospice care.
- J. Discuss the importance of the Patient Self-Determination Act.
- K. Explain what is meant by a *do not resuscitate* order.
- L. Explain how to promote quality of life for the dying person.
- M. Identify the signs of approaching death and the signs of death.
- N. Describe postmortem care.